



**KING COUNTY**  
**RESEARCH ASSISTANT**  
**DEPARTMENT OF COMMUNITY AND HUMAN SERVICES/**  
**MENTAL HEALTH, CHEMICAL ABUSE AND DEPENDENCY SERVICES DIVISION**  
**Hourly Rate Range: \$19.00 – \$24.09**  
**Job Announcement: 04WM4185**  
**OPEN: 10/4/04      CLOSE 10/15/04**

**WHO MAY APPLY:** One part-time temporary position is open to all qualified applicants. The position is expected to last approximately 15 months.

**WHERE TO APPLY:** Required forms and materials **must** be sent to Caridad Gavino, MHCADSD, Room 610, 821 Second Avenue, Seattle, WA 98104-1598. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Debra Srebnik at 206-296-7638 or [debra.srebnik@metrokc.gov](mailto:debra.srebnik@metrokc.gov) for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** \*[A King County application form](#), \*resume and \*letter of interest that describes *in detail* your background and experience with respect to *numbered qualifications (#1-11)* listed below and how it has prepared you to perform the Primary Job Functions.. Cover letters that do not address the items listed below may not be considered.

**WORK LOCATION:** The primary work location is The Exchange Building, 821 Second Avenue, Rm 610, Seattle, WA. 98104-1596. Some interviews will be conducted out in the community.

**WORK SCHEDULE:** This position is scheduled to work approximately 15 hours/week, with some telephone interviewing work conducted during weekends and evenings. This position meets the provisions of the Fair Labor Standards Act and is overtime eligible.

**PRIMARY JOB FUNCTIONS:**

This position will collect research data to evaluate the Criminal Justice Initiative (CJI) – a set of mental health and chemical dependency programs for adults involved with the criminal justice system in King County. The individual in this position will collect interview and other data from both program staff and program participants. The results will be used to plan and design services for the populations under study. Specific tasks for this position include:

- Schedule and conduct in-person and telephone interviews with adults receiving services within the CJI
- Schedule and conduct in-person and telephone interviews with staff providing program services under the CJI
- Prepare materials required to complete designated research interviews
- Administer designated research instruments in a reliable and valid manner following the research protocols at all times
- Edit and verify data collected for valid and reliable data entry

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KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Format data and perform data entry in an accurate and timely manner utilizing a spreadsheet structure
- Score required measures within 90% reliability
- Retrieve and summarize specified research literature from the Internet and area libraries
- Assist partners within the criminal justice system with data collection for the project
- Maintain electronic and hard copy records in a confidential manner
- Participate on teams related to project implementation and evaluation

### **QUALIFICATIONS**

- Demonstrated experience and skill interviewing persons with Mental Health or Chemical Dependency issues or conducting surveys of persons with Mental Health or Chemical Dependency issues
- At least 6 months experience working with research data collection
- Experience working with adults with mental illness and/or chemical dependency issues
- Knowledge of and experience with publicly funded mental health and chemical dependency services
- Experience using at least one data analysis software application (for example, Excel or SPSS)
- Excellent oral and written communication skills, including the ability to communicate clearly and concisely
- Demonstrated ability to establish and maintain effective collaborative relationships with project partners
- Working knowledge of Word for Windows, and E-mail
- Must possess a valid Washington State Driver's License and provide evidence of insurance on auto that meets Washington state minimum requirements, or the ability to travel throughout the county in a timely manner, in order to conduct interviews with persons out in the community
- Must be able to successfully complete a thorough background investigation, including a Washington State Patrol criminal background check

**CLASS CODE: 8281   SEQUENCE NUMBER: 0000**